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**IDAHO DEPARTMENT OF PARKS AND RECREATION
POLICY AND PROCEDURES MANUAL**

PROCEDURE TITLE: Legal Review of Certain Documents

APPROVAL:



Director

DIRECTOR

Policy Owner

1.0 LEGAL REVIEW OF CERTAIN DOCUMENTS:

In general, IDPR's Deputy Attorney General and Director should review the following types of documents before they are finalized or executed:

- Leases
- Memoranda of Understanding or Memoranda of Agreement
- Requests for Proposal (REP)
- Concession Agreements
- Contracts
- Any document effecting property rights (including the grant of easements or other rights on department-administered lands)
- Proposed rules or amendment to existing rules (there are exceptions for documents that are in standard form or format which the Deputy Attorney General has already reviewed)
- Disposal of state property, both real and personal, is restricted. Bureaus planning on disposing of property should check with legal counsel or the Senior Buyer before proceeding